



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Verger
<b>RESPONSIBLE TO:</b>	Head of Facilities
<b>JOB PURPOSE:</b>	Vergers have a distinctive role in the liturgy and ceremony of Cathedral life of carrying the 'verge' and leading processions. In addition, vergers prepare the Cathedral for liturgy and other events, are responsible for its security, cleanliness and maintaining an atmosphere conducive to prayer and worship.
<b>SALARY &amp; PENSION:</b>	£19,742 After 3 months continuous service you will be eligible for a contributory pension of 8%.
<b>HOURS:</b>	37 hours per week
<b>ANNUAL LEAVE:</b>	28 days per year plus bank holidays

The Verging team is crucial to the smooth running of the Cathedral. The vergers play an invaluable role in their support of the services, maintaining the security, cleanliness and upkeep of the building, and in the welcoming of visitors.

### **Main responsibilities**

A Verger will have a wide range of duties. These include, but are not limited to the following:

- Open and close the Cathedral at the appropriate time (as agreed at Dean's Executive) and maintain the security of the building and its contents whilst open.
- Welcome a very wide range of visitors to the Cathedral
- Help maintain an atmosphere appropriate to a place of worship and prayer in a helpful manner
- Set up and clear away for services and events
- Perform Verger Ceremonial during services
- Assist the clergy in the leading of worship reading lessons, serve and help administer Holy Communion (and occasionally lead Evening Prayer), operate sound and lighting systems
- Fill in Registers and keep other records up to date
- Keep the cathedral clean and tidy

- Undertake routine maintenance work including periodic inspections, as agreed, of the building including the roof area to ensure there are no problems e.g. leaks, faulty wiring, vegetation, blockages
- Prepare appropriate risk assessments for the Cathedral Ensure that the building is safe for visitors, staff and contractors including testing alarm systems
- Take responsibility for contractors on site
- Be prepared for emergencies and know procedures, including evacuation
- Train to be /be a First Aider
- Offer informal Pastoral Care to visitors when clergy/chaplains are not available

As Vergers represent the Cathedral at all times suitable attire should be worn, alongside a name badge.

There is a genuine occupational requirement that the postholder to be a Christian as this role involves the administration of communion, leading evening prayer etc.

The Cathedral has an active Safeguarding Policy. A verger will hold a position of trust within the Cathedral and his/her duties will include that of being a 'Pastoral Assistant'. The successful candidate will be required to complete a declaration form regarding convictions in accordance with the Disclosure and Barring Service Rules in relations to filtering (<https://www.gov.uk/government/publications/dbs-filtering-guidance>) and agree to an Enhanced Disclosure through the Disclosure and Barring Service. This information will be dealt with in strict confidence, and not used to discriminate against applicants unfairly.

Deadline for Applications: **Thursday 2 February 2023**

Interviews will be held at the Cathedral on **Friday 10 February 2023**.

Please send your completed application form to: [recruitment@birminghamcathedral.com](mailto:recruitment@birminghamcathedral.com)